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29 November 1963

To : All ARO's (See Attachment)

From : Chief, Records Administration Staff

Subject: Meeting of Records Officers - 9 December 1963

1. The next meeting of Agency Records Officers will be Monday, 9 December 1963 at 10:00 AM in Room 1E-74, Headquarters.

2. Mr. Jack Sherman, Chief, Communications and Records, Agency for International Development (AID) will be our guest speaker. He will tell us about his agency's records management program and some of the techniques used in selling the program to top management.

3. I look forward to seeing you at the meeting.

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